



Management Instructor Resource Book



The AYSO National Support & Training Center
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Knowing AYSO

As an instructor, you will be asked many questions about AYSO. Not just about the course you are teaching but about AYSO in general. New volunteers who are just being introduced to our program and receiving training and certification for the first time, will have lots of questions. It is important that you know all the answers. In this section, we will review the structure of AYSO and its many different programs.

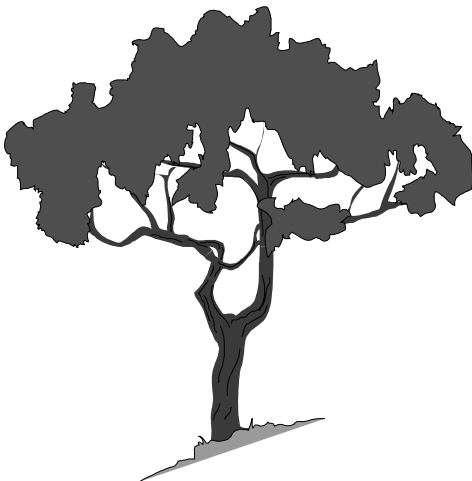
AYSO Structure

AYSO is a non-profit volunteer organization where no one is paid except for approximately 50 full-time employees who are headquartered at the National Support and Training Center (NSTC) in Hawthorne, California.

AYSO's grassroots program starts with a community-based league, called a 'Region'. A region can range in size from a few hundred players to several thousand. Each region is supervised by a Regional Commissioner and a local board. A region can be part of a city, an entire city or more than one city; however there are no boundaries limiting where players can participate.

A group of regions in close proximity make up an Area. Area Directors along with their appointed Area Staff oversee activities of the regions in their area as well as area-wide activities.

For administrative purposes, AYSO is divided into 15 geographic Sections based on player population and geographical boundaries. Section Directors and their appointed Section Staff oversee activities in their respective sections. Section 99 is designated for programs outside the United States.



The leaves represent the regions, several leaves on a limb represent areas, several limbs on a branch represent sections and all the branches are supported by the trunk, which represents the NSTC.

The AYSO tree has approximately 1000 leaves (regions), 100 limbs (areas), 15 branches (sections) and one trunk (NSTC).



AYSO Programs

AYSO has developed extensive programs to educate and protect our players and volunteers. All coaches, referees and key administrative positions are required to be trained and certified to understand the child specific and discipline specific aspects of their particular jobs.

First, you need to understand the difference between training and certification. Training is job specific. As an instructor, you will teach a volunteer how to do their job. Certification is the safe haven portion of their training. This gives the volunteer permission to actually do their job under AYSO National Rules and Regulations.

Coaching Program

The AYSO National Coaching Program is a nationally accredited training program that offers age and skill appropriate training courses for coaching under-5 to under-19 year old players plus a Coaches Safe Haven Certification course. The AYSO coaching program is designed from the National Association for Sport and Physical Education (NASPE). The AYSO coaching program has been reviewed and accepted for accreditation by the National Council for Accreditation of Coaching Education (NCACE) following national standards.

The emphasis is on youth players in the AYSO coach training program and, in addition to the development of young players' athletic skills, emphasis is placed on the social and psychological needs of children. Children play games to have fun and that is what AYSO coaches are taught.

Referee Program

Incremental training is available for referees in the AYSO National Referee Program. Similar to coach training, volunteer referees are trained to officiate under-5 to under-19 year old players plus a Referee Safe Haven Certification course. The referee training in AYSO has been recognized by international referees as, "The best amateur referee training program in the world." AYSO games are regulated by the same rules or Laws of the Game as they are appropriately called, as are international soccer games, with some minor adjustments to accommodate the age of the players participating.

AYSO referees are taught, as are AYSO coaches, to take into consideration the age group involved. The Laws of the Game require the enforcement of the spirit behind the Laws rather than the letter of the Law and AYSO referee training emphasizes this fact to ensure minimum interruption and maximum fun for the players.

Management Program

Administrative training is available for all volunteer management positions in AYSO. Running a community soccer program (the region) requires the extensive efforts of many volunteers and involves the management of considerable funds. AYSO provides support for these efforts through numerous programs and training courses to assist volunteers with understanding and implementation. Many of our volunteer



positions include some management or administrative responsibilities, independent of discipline, which makes management training so important.

Several layers of management support are available at the area and section level to assist local regional programs. Additionally, a staff of paid professionals monitors the day-to-day business of AYSO and is available as needed by the volunteers.

The AYSO Team

The three sides of the triangle – coaches, parents/spectators and referees – work together as a team to deliver our program to kids.

AYSO Programs for Kids

Kids Zone

The Kids Zone program provides guidance for parents and other adults to help them understand and maintain the proper perspective and behavior to support and encourage children involved in sports. The Kids Zone program emphasizes the importance of coaches, referees, and spectators working together to keep fun in the game and to provide good role modeling for young players. These expected behaviors become the culture for the region, which, in turn, reinforces what is acceptable.

AYSO Soccer Camps

With solid grounding in AYSO's philosophies and coaching programs, AYSO Soccer Camps work with kids on skills and activities appropriate to their age and skill level.

AYSO Soccer camps are conducted by the best nationally and internationally trained coaches from the US and around the world, who are also AYSO-trained and certified. With their first hand knowledge and experience with the latest soccer training methods and styles, these camp coaches are selected not only for their knowledge and their coaching ability, but for their commitment to creating a fun, positive learning environment for the players. The result is a soccer camp experience players will remember for a lifetime.

Very Important Player (VIP)

AYSO extends its philosophies to players with disabilities through the Very Important Player program. AYSO VIP programs around the country train volunteers to coach and referee players with disabilities that prevent them from participating with mainstream teams. This could include children with sight impairment, Down syndrome, cerebral palsy, etc.

Safe Haven

The AYSO Safe Haven Program provides education and protection for our players and volunteers and has become a model used by other youth organizations. AYSO volunteers must submit an annual Volunteer Application Form, provide references and agree to background checks to be considered for a volunteer position. Considerable attention has been given at both the state and federal level to legislation for the protection of children and for volunteers working with children.



The Safe Haven Intervention Cycle is intended to prevent child abuse and to stop child abusers from getting into our volunteer ranks. There are four elements to this cycle:

1. Create Child Protection Policies,
2. Screen Volunteers,
3. Train Volunteers, and
4. Promote Education and Awareness.

The Safe Haven Prevention Cycle is used for the proactive protection of our players. There are eight elements to this cycle:

1. Foster Meaningful Relationships,
2. Make Kids Full Participants,
3. Promote Ethical Behavior,
4. Model and Teach Conflict Resolution,
5. Encourage Kids to Speak Out,
6. Cultivate Kids' Self-Images,
7. Implant Excellence in Individual Achievement, and
8. Keep Things FUN.



Knowing the AYSO Philosophies

Nearly every AYSO course you teach will include the five philosophies. It is your job to ensure that your students know and understand these philosophies. They need to take these important values back to their region, area or section, and put them into practice.

Everyone Plays

Our program's goal is for kids to play soccer – so we mandate that every player on every team must play at least half of every game

Balanced Teams

Each year we form new teams as evenly balanced as possible – because it is fair and more fun when teams of equal ability play

Open Registration

Our program is open to all children between 4 and 19 years of age who want to register and play soccer. Interest and enthusiasm are the only criteria for playing

Positive Coaching

Encouragement of player effort provides for greater enjoyment by the players and ultimately leads to better-skilled and better-motivated players

Good Sportsmanship

We strive to create a positive environment based on mutual respect rather than a win-at-all-costs attitude, and our program is designed to instill good sportsmanship in every facet of AYSO.

AYSO is a program that enriches children's lives.

AYSO, it's for the kids!

In AYSO, it's about more than just a game.

AYSO is a youth development program through soccer.

Remember, our philosophies involve more than just the kids on the field. They involve EVERYONE!



One Chance To Make A First Impression...

This statement is so true! And this is your chance. Your personal introduction can and will set the tone for the course. Not only are your words important, but also your enthusiasm. It's contagious!

Every personal introduction is as unique and as different as each individual. Make it your own.

As you become a more experienced AYSO instructor, your personal introduction will change because you change, your experiences grow, and your knowledge and instructor skills grow. Here are some ideas to help you get started in preparing your personal introduction.

Your Name

City, State

Section/Area/Region

Positions Held

Years of Experience

This is basic information. Below are more ideas for you to add to your personal introduction.

- How did you get involved in AYSO?
- Why did you become a Management Instructor?
- What would you like your AYSO legacy to be?
- Share a funny story or heartwarming moment you've had with AYSO.
- Why are you an instructor?

Every now and again, review this page and update it, add something new and keep it fresh. Remember, you only have one chance to make a great first impression! Use your personal information to inform, enthuse, excite, but not to overwhelm.

Use this page to make initial notes and the next one for your final introduction.



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- Why did you become a Management Instructor?
- What would you like your AYSO legacy to be?
- Share a funny story or heartwarming moment you've had with AYSO.
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Every now and again, review this page and update it, add something new and keep it fresh. Remember, you only have one chance to make a great first impression! Use your personal information to inform, enthuse, excite, but not to overwhelm.



More First Impressions

Not only is your personal introduction important, so is your appearance. Again, you only have one chance to make a great first impression. As an AYSO instructor, you are a representative of AYSO. Earlier in this handbook, it stated that you are the window to AYSO. A neat and clean appearance is a positive reflection on not only you as an instructor, but also AYSO. A polished look builds credibility and an element of trust between you and your students.

Coach Instructors should look like coaches. Referee Instructors should look like referees. Management Instructors should look like managers. Rule of thumb is business casual. Please wear a shirt with an AYSO logo. They are available for purchase through the AYSO Store. The shirts look very professional with khaki pants.

Stand tall and be proud that you are an AYSO Management Instructor!

It's Not Only What You Say, It's Also How You Say It!

Be positive! Be mindful of how you explain a concept or idea. Avoid negativity. AYSO wants your time and your students' time to be a positive, fun experience. Be a part of that positive experience.

At any time, if you feel a discussion in class is becoming negative or uncomfortable, gently end the discussion by offering to put the subject matter into a 'parking lot' for further discussion (during a break, lunch or after the class has ended). Make a note on a flip chart or index card to remind you. This is also an effective way to stay focused on the lesson plan and keep the group on time (watch the clock).

AYSO lesson plans are written with time in mind. Most courses you will be teaching are one hour and 15 minutes in duration. Stay focused. If you spend too much time on one section or subject matter, you will run out of time. When this happens, either one of two things will likely occur: 1) you will be rushed to cover the remaining portion of the lesson plan and be less effective, or 2) there will be a topic that is missed altogether. It is imperative that the entire lesson plan be covered.

If you feel time is going to be a factor, use the parking lot idea and keep things moving!



The National Management Program Overview

Who benefits from management training?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

List some ways we could train regional board members if they were not able to attend the Section Conferences:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____



Small Group Versus Large Group Instruction

What are the advantages of small group instruction?

1. _____
2. _____
3. _____
4. _____

Are there any disadvantages?

1. _____
2. _____
3. _____
4. _____

What are the advantages of large group instruction?

1. _____
2. _____
3. _____
4. _____

Are there any disadvantages?

1. _____
2. _____
3. _____
4. _____



The Soap Box Syndrome

While AYSO values and actively listens to the volunteers' opinions and ideas, the lesson plans are not written with over 200,000 volunteers opinions in mind. Please keep opinions and editorials to a minimum. When an instructor or student stands on their 'soap box', time becomes an issue. You will run short on time and the entire lesson plan will not be covered. Again, this is a great example of when the parking lot can be used. Finish the discussion at another time. Teach only what is in the lesson plans.

Right Answers vs. Wrong Answers

Your students will ask many questions. And it's ok if you don't know all the answers. As an AYSO instructor, one of your responsibilities is to find the correct answers. It is better to honestly admit that you don't know something, than to give the wrong answer just because it 'sounds' good. This is how "folklore" and/or myth is created.

Offer to take the person's telephone number or email address and get back to them with the correct answer. Research the question. AYSO offers many resources including the National Support & Training Center. Use them. Always follow up. If you are not able to find an answer, please refer them to someone who can.



Course Prep

The key to a successful training session is the prep work you accomplish BEFORE your first student arrives. Being prepared is paramount! Communication and organization should be your focus when preparing for an AYSO training session.

Use the checklists below as a guide to assist you as you prepare for a training session.

Pre-Planning	Comments
Course being offered	
Date and Time	
Location	
Cost of course	
Advertising	
Who is handling registration and collecting fees?	
How many attendees?	
If more than 1 course is being offered, did you create a schedule along with the advertising?	

If you are offering more than one course, make sure you give yourself plenty of time in between each session to take a break, relax and to set up for the next one.

Roster Management	Comments
Did you register your course using www.eayso.org or www.aysohelp.org prior to the start date?	
Did you receive an email confirmation with the roster number?	



Register your course as soon as possible. Please refer to the Introduction to Instruction Handbook for directions on how to do this.

Facilities	Comments
Do you have enough room?	
Tables and chairs available?	
Room arrangement?	
Are breakout rooms available if needed?	
Restrooms close by?	
Easy to drive to?	
Do directions need sent out with registration?	
Adequate parking?	
Do signs need posted?	

Equipment	Comments
Who is responsible for gathering equipment?	
Do you need an overhead or LCD projector?	
Do you have extension cords, a flip chart, easel, markers, masking tape, and name tags?	



All AYSO lesson plans have a list of everything you will need to teach a particular course. Refer there for a complete list. It is important that you have everything you need prior to the course. There is no need to add stress and confusion by trying to gather everything at the last minute. Preparation is key.

Course Comforts	Comments
Is a meal being provided?	
Drinks and snacks for breaks?	
Are these costs calculated in the registration fee?	

When several courses are being offered in one day, schedule adequate breaks, offer a meal or enough time for your students to go and purchase a meal. Being hungry and uncomfortable is a distraction.

Course Materials & Lesson Plans	Comments
Print lesson plans from www.aysohelp.org	
Read & review lesson plans several times	
Do you have any questions about the lesson plans?	
Are you using transparencies?	
Order manuals & books well in advance from the AYSO Supply Center.	
Do you have enough copies of handouts? Make extras.	

Organized course preparations are essential to a successful course. Communicate with your Area Management Administrator (AMA) or Section Management Administrator (SMA) if you have any questions, concerns or if you need help.



Just Prior

The week prior to your course is a crucial time. This is when you confirm everything from the facility to the roster. Make sure everything is in place. Any last minute changes need to be communicated to your attendees, other instructors and the volunteer who is in charge of your training event. This will help avoid confusion at the last minute. Remember, preparation is key.

Double Check Again	Comments
Equipment - Do you have everything?	
Roster?	
Have you reviewed the lesson plans?	
Confirm facility?	
Confirm number of attendees?	
Do you have enough handouts?	
Are snacks and drinks taken care of?	

Refer to all the checklists so you have a clear picture of what needs done. Every training event is different; different from region to region and area to area. Be flexible.

During the Workshop

Teach the lesson plan as it is. AYSO strives for consistency in learning across the country. What is taught in one region must be taught in another. Although we are all different with different personalities and teaching styles, the information we teach must remain the same.

Be sure everyone fills out the roster. Recommend to your students that each and every time they fill out a roster that they use the same name (avoid nicknames, etc). This will help the eAYSO database to be more consistent and their personal information up to date.

Ask your attendees to wear a nametag or use tent cards. Address everyone by his or her name. Have everyone introduce him or herself at the beginning of the course. Being personal makes for a friendly and relaxed class.; ask them for the following information and write it on a flip chart:

- Name
- Years as an AYSO volunteer



- Experience level
- Current AYSO position
- Home Region and Area

After It's All Over

The most important thing you do after a course is completed is to manage the roster through eAYSO. Be sure to fill in the roster with complete and accurate information. This is the only way the participants are going to receive credit for attending a training and certification course. Please refer to the Introduction to Instruction Handbook for directions on how to complete this task.

Be sure to offer feedback to the RC or AD about the course and the participants. If you have any comments or suggestions about a lesson plan please contact Rosanne MacPhail by e-mail at rosannemacphail@ayso.org or 800-585-2976 or contact the AYSO NSTC Management Coordinator at 800-872-2976. Improvements, suggestions and comments are welcomed.

Other Resources

- The AYSO Store
- Aysohelp.org
- National Management, Coaching, Referee Advisory Committees
- eAYSO.org
- Management, Coaching, Referee Manuals
- Introduction to Instruction Manual
- Program Administration Manuals
- AYSO National Rules & Regulations
- AYSO Reference Book
- AYSO Experienced Instructors
- AYSO Approved Lesson Plans
- AYSO Laws of the Game
- Your Section Management Administrator
- Your Section Staff
- Your Area Staff
- Your Regional Board AYSO By-Laws
- NSTC
- AYSO National Web site: www.soccer.org



The AYSO Instructor Toolbox

Every great AYSO Instructor has a toolbox that goes everywhere and anywhere with them when instructing an AYSO course! It is filled with things that you may need during a course, such as an extra extension cord, extra markers, nametags. Always be prepared for the unexpected.

- Scissors
- Tape
- Calculator
- Extension Cord
- Power Strip
- Change
- Stapler
- Push Pins
- Paper Clips
- Pen / Markers
- Crayons
- Clothespin
- Pad of Paper
- Lollypops / Hard Candies
- Easel
- Light bulb
- Clock
- Toolbox
- It's better to have it and not need it, than to need it and not have it!



Regional Treasurer

Purpose

The AYSO volunteer position of regional treasurer is intended to keep and safeguard all of the monies of the region and to have in their possession all of the region's cash investments, contracts, leases and any other valuable documents. The regional treasurer shall deposit all funds and securities in the name and to the credit of the region in an authorized bank or depository.

Specific Duties and Responsibilities

The regional treasurer is expected to:

1. Keep in appropriate books an accurate account of all money received and paid out;
2. Comply with the National Accounting Program and all procedures specified in the AYSO Treasurer's Manual;
3. Attend any and all registration days or assign volunteers who will attend and collect registration fees. Design a procedure for what will be done with the money during and after the registration process. The treasurer and the registrar should verify the amount of money that was collected in cash, checks and credit cards and reconcile the total amount against the number of registrations made;
4. Write the appropriate account code on the face of each check;
5. Complete and send the NAP "monthly deposit report form" monthly to the National Support & Training Center;
6. Promptly pay the National Support & Training Center the national portion of the registration fees within 30 days of registering in eAYSO;
7. Give a report of the funds, receipts, and disbursements of the region annually or at such other times as requested by the regional commissioner or by the regional board;
8. Be responsible for filing the annual budget and other information as may be required or requested from time to time by the National Support & Training Center;
9. Deposit all the funds collected by the region in the region's checking account;
10. Obtain regional commissioner's or other signatory's signature (two signatures are required on every check) as required and issue checks to pay for the region's



expenditures. All checks should be substantiated by a receipt, invoice, or other documentation;

11. Verify that the region has adopted written internal control procedures assuring adequate protection of regional assets;
12. Immediately notify the area director, section director, and the National Support & Training Center of any procedural violations or fiscal irregularities;
13. Assist the person who has been assigned the task of reviewing the region's books and records including the area director, section director or the regional auditor (if any);
14. Reconcile the checking and savings accounts each month and have a report for monthly regional board meetings;
15. File all receipts, invoices, or other documentation in alphabetical order, by payee, and save them for at least FIVE years. They are subject to audit by government regulatory agencies and the AYSO National Treasurer;
16. File the specified reports with the National Support & Training Center (including annual budget and monthly deposit report form);
17. Turn over all the AYSO checkbooks, documentation, receipts, invoices, etc. to the regional commissioner when leaving the job;
18. On or before June 1, assist the regional commissioner in the preparation of the annual budget (a copy of which will be submitted to the National Support & Training Center);
19. Review the region's monthly financial statement prepared by the National Support & Training Center. Ensure the accuracy of the region's financial statement and report any error to the National Support & Training Center immediately;
20. Publish the region's financial report to the regional membership (copy to the National Support & Training Center) before the region's last scheduled game of the season (through a newsletter, bulletin board, etc.);
21. Attend all board meetings, registration days, and coordinators' meetings; and
22. Develop investment and spending strategies to assist in long-term financial stability and value.

Qualifications and Desired Skills

To be considered for the position of regional treasurer, the applicant should:

1. Have skills in finance and accounting;
2. Be honest;
3. Be detail oriented; and
4. Successfully pass a screening, including a background check.



Supervision Protocols

While performing as the regional treasurer, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the regional commissioner; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

The anticipated time commitment for a regional treasurer is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

Jan: hrs.	Feb: hrs.	Mar: hrs.	Apr: hrs.	May: hrs.	Jun: hrs.
Jul: hrs.	Aug: hrs.	Sep: hrs.	Oct: hrs.	Nov: hrs.	Dec: hrs.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of regional treasurer, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate:

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program;
4. Treasurer or Treasurer I and II Workshops; and
5. eAYSO training.

Activity Locations

While performing the duties of regional treasurer, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The annual Section Conference;
3. Assigned registration locations;
4. Assigned field locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



Regional Registrar

Purpose

The AYSO volunteer position of regional registrar is responsible for planning and implementation of annual registration of players.

Specific Duties and Responsibilities

The regional registrar is expected to:

1. Maintain the region database;
2. Ensure that, for each registration event, there is a reconciliation of registration forms and fees charged balanced against monies collected and confirm this with the treasurer (or designee) before the close of the event.;
3. Verify that the Treasurer has sent in payment to AYSO for the number of players registered;
4. Select and coordinate signup location(s);
5. Keep current count of registered players and volunteers;
6. Process late registrations and dropped players;
7. Maintain a waiting list for players who sign up after teams are balanced and filled;
8. Obtain and review current copy of the registrar's manual and follow procedures;
9. Order pre-printed forms from the National Support & Training Center for registrants who are unable to register online;
10. Attend monthly board meetings;
11. Communicate with the treasurer, regional equipment, uniform, and division coordinators regarding registration status;
12. Communicate with the volunteer recruitment and development worker; and
13. Keep information under lock and key.

Qualifications and Desired Skills

To be considered for the position of regional registrar, the applicant should:

1. Have some knowledge of region registration;
2. Have computer skills;
3. Be able to keep information confidential; and



4. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the regional registrar, the volunteer is:

- Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
- Under the overall authority of and directly supervised by the regional commissioner; and
- To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

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Provided

To prepare a volunteer for the position of regional registrar, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate:

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. Registrar training; and
4. eAYSO training.

Activity Locations

While performing the duties of regional registrar, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The annual Section Conferences;
3. Assigned field locations;
4. Assigned registration locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



Safety Director

Purpose

The AYSO volunteer position of regional safety director is intended to be responsible for all aspects of the region's safety.

Specific Duties and Responsibilities

The regional safety director is expected to:

1. Use the AYSO Safety Director Manual to become the most knowledgeable person in the region regarding safety and insurance plans;
2. Be available and knowledgeable to answer questions from coaches, referees, and parents;
3. Attend regional board meetings and available seminars;
4. Provide for the distribution of AYSO's information flier on the SAI plan to each player's family;
5. Maintain the regional supply of SAI claim forms;
6. Inform regional staff about the SAI plan and procedures;
7. Provide information to parents and coaches regarding the proper way to file an SAI claim form;
8. Handle all reports of accidents and/or SAI claims;
9. In case of an accident, properly notify the regional commissioner within 24 hours;
10. Secure a Participation Release Form for seriously injured participants prior to their return to play;
11. Obtain liability insurance certificates for all facilities used by the region;
12. Evaluate need for regional equipment insurance;
13. Coordinate with the CVPA to implement the AYSO Safe Haven Program;
14. Oversee compliance of recommended adult-to-child supervision;
15. Inspect all field equipment to ensure it is in safe condition;
16. Ensure that all goalposts are properly anchored and do not have net hooks;



- 17. Ensure that AYSO policies regarding medical release forms, shin guards, and blood-borne diseases are disseminated to region officials;
- 18. Ensure that a reasonable number of first-aid kits are available at all playing sites;
- 19. Be responsible for advising regional participants of dangerous weather and other potentially unsafe conditions;
- 20. Make available safety information for all region members and families from such sources as AYSO Web site, www.soccer.org; and
- 21. Promote preventive programs.

Qualifications and Desired Skills

To be considered for the position of regional risk management/safety director, the applicant should:

- 1. Have some past experience with equipment, nets or fields; and
- 2. Be organized, and
- 3. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the regional risk management/safety director, the volunteer is:

- 1. Subject to the bylaws, rules, regulations, policies, procedures and guidelines of AYSO;
- 2. Under the overall authority of and directly supervised by the regional commissioner; and
- 3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

The anticipated time commitment for a regional risk management/safety director is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

Jan: hrs.	Feb: hrs.	Mar: hrs.	Apr: hrs.	May: hrs.	Jun: hrs.
Jul: hrs.	Aug: hrs.	Sep: hrs.	Oct: hrs.	Nov: hrs.	Dec: hrs.



Orientation, Training, Certification and Continued Education Provided

To prepare a volunteer for the position of regional risk management/safety director, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate:

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Risk Management for the Safety Director I and II workshops at the annual Section Meeting.

Activity Locations

While performing the duties of regional risk management/safety director, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The annual Section Conferences;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults or in a properly supervised situation with children.



Management Instructor Criteria Table

Management Instructor Criteria	Management Instructor	Advanced Management Instructor
Authorized to Teach:	All Management Workshops except Introductory Management, Advanced Management and CVPA (child and volunteer protection advocate)	All Management Workshops except CVPA (child and volunteer protection advocate)
Pre-requisites	<ul style="list-style-type: none"> Recommended by RC, AD or SD – there may be exceptions to this pre-requisite Is a registered AYSO volunteer 	<ul style="list-style-type: none"> Recommended by SMA or SD eAYSO verifies attendance at Introductory and Advanced Management Workshops Is a current Management Instructor or an Intermediate Management Instructor Teach the following roster courses as a lead instructor: <ul style="list-style-type: none"> BASIC, Registrar, Treasurer, Safety Director
Certification Requirements	<ul style="list-style-type: none"> Within one year be the lead instructor for: <ul style="list-style-type: none"> Basic and two of the following roster workshops: <ul style="list-style-type: none"> Registrar, Treasurer, Safety Director, Regional Board Member Training 	<ul style="list-style-type: none"> Within one year be the lead instructor for three of the following roster workshops: <ul style="list-style-type: none"> BASIC, Safety Director, Treasurer, Regional Board Member, Registrar Note: In order to be the lead or co-instructor at a section conference, you must have previously taught the workshop.
Homework Assignment at section conference	<ol style="list-style-type: none"> Attend eAYSO lab for instructors. Observe three management workshop instructors for the following: <ul style="list-style-type: none"> Were visual aids used effectively? Give an example. Name the best management instructor you observed and tell us why. Give an example of an effective activity or guided participation technique used in a workshop. 	Observe 3 management workshop instructors for the following: <ul style="list-style-type: none"> What teaching methods were used? Give examples of the type of questions that were asked. Comment on how well the instructor involved the participants. What would you have done differently to make the workshop more creative?



AYSO Management Instructor Mentoring Tool

Comments to Instructors and Mentors:

The Mentoring Tool supplies an effective evaluation process within the context of a “critical examination.” Critical, in this case, is used to mean “essential and necessary,” rather than in the colloquial sense of “negative.” These effective mentoring sessions offer exposure to two types of evaluation:

- Opportunity for Self-evaluation
- Access to an evaluation by a knowledgeable colleague (mentor)

The trained mentor, who can help to focus the evaluative process, guides the use of the evaluation tool. The Mentoring Tool focuses observations on the critical elements needed to measure both effectiveness and competency. The evaluations are expected to:

- Observe the overall presentation.
- Assess the effectiveness of the lesson’s application.
- Identify points of strength.
- Identify opportunities for growth.

The end product is intended to be an analysis of the lesson with constructive feedback and specific recommendations for continued growth.

Management Instructor Program expectations:

Management: Subject matter knowledge is expected with at least minimal comfort shown speaking to a group [Sets the precedent of following AYSO protocol.]

The lead instructor should make the final determination to approve a participant as an instructor with input from the mentor(s).



Candidate Name _____ Date: _____

Mentor's Name _____

Presentation _____

Location of Course _____

Definitions of scores for evaluation:

- 1= Fails to meet minimum standards 2= Sometimes meets minimum standards
 3= Meets minimum standards 4= Exceeds minimum standards

Observation	1	2	3	4	Comments
Pre-Presentation					
Appearance of instructor					
Organization					
Presentation					
Gave adequate introduction (if applicable)					
Appeared relaxed and confident					
Adapted presentation to needs of students					
Demonstrated creativity in presentation					
Obtained adequate class participation					
Involved students in presentation – asked questions					
Used training aids properly					
Answered questions adequately					
Completed presentation on time					
Met lesson plan goals & objectives					
Knowledge					
Instructor has AYSO information specific to presentation					
Instructor has knowledge of the AYSO National Management Program					

Instructor's presentation meets the standards: Passed Needs additional work



Additional Instructor Comments

Follows Lesson Plan

Responds to student questions – Asks questions

Demonstrates knowledge of subject matter

Uses lecture, demonstration and guided participation appropriately

Additional comments



Management Instructor Homework Assignment

Name _____ Section/Area/Region _____

- Attended eAYSO lab for instructors.
- Observed three management workshop instructors as noted below:

Section Conference: _____

1. Workshop _____ Instructor _____

2. Workshop _____ Instructor _____

3. Workshop _____ Instructor _____

Were visual aids used effectively? Give examples.

Name the best management instructor you observed and tell us why.

Give an example of an effective activity or guided participation used in a workshop.

